INSURANCE OFFICE ASSISTANT

Position Overview

If you enjoy talking to people, are driven to achieve, have a passion for being the best in a fast paced work environment and someday aspire to run your own business but don’t feel ready to jump right in yet, this opportunity may be for you. The position is designed to give “on the job training” while working with a full time mentor in the agent’s office to build and cultivate customer relationships. You will be working to develop leads, solicit, consult and bind coverage to help customers manage their unique insurance and financial needs and while learning the logistics of managing a business and developing your skills and experience. Office is located near Downtown Hayward.

Responsibilities

- Develop leads, schedule appointments, identify customer needs, and market appropriate products and services.
- Establish customer relationships and follow up with customers, as needed.

As an Agent Team Member, you will receive...

- Growth potential/Opportunity for advancement in my office
- Starting pay is $9/hr
- Approximately 21 work hours per week.

Requirements

- Sales experience (outside sales or inside sales representative, retail sales associate, or telemarketing) preferred
- Successful track record of meeting sales goals/quotas preferred
- Organizational skills
- Self-motivated
- Property & Casualty license (must be able to obtain)
- Life & Health license (must be able to obtain)

My Training Program Includes

- Learning to market property/casualty, life, health and bank products
- Setting sales and growth goals

If you are motivated to succeed and can see yourself in this role, please call: 510-589-2714 (text or ask for Kimyo) or email your interest to: hsieh.kimyo@gmail.com. We will follow up with you on the next steps in the interview process.